

DRAFT
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
November 4, 2003

PRESENT:

Board of Selectmen:

Nancy Amato, Chairman
Cynthia A. Herman, Vice-Chairman
Noreen A. O'Connell, Member

Recreation Commission:

Travis Nadeau, Chairman
Tim Finan, Member
Barbara Richardson, Secretary

Town Staff:

Katherine E.L. Chambers, Town Administrator
Kevin Tyska, Recreation Director

MCAA:

Bill McKinney, Vice President

CALL TO ORDER: Chairman Amato called the meeting to order at 4:00 p.m.

-Recreation Commission's Role. Chairman Amato requested Town Administrator Chambers distribute a memo form Kevin Tyska, Recreation Director, and a memo prepared by Town Administrator Chambers to those attending the meeting.

Mr. Tyska's memo contained the following questions:

Question #1 – Does the Recreation Director report to the Town Administrator or to the Recreation Commission? The Recreation Director reports to the Town Administrator, by vote of the Board of Selectmen.

Question # 2 – Clarify the budget – what is it? Whose is it? Town Administrator Chambers explained the budget attachments to the memo.

Travis Nadeau, Recreation Commission Chairman, explained this is the way it was, it was separated originally, and then following the passing of the Default Budget in 2002 they were joined.

Selectman O'Connell read the new Recreation Commission Mission statement.

It was noted a member of the Recreation Commission used to sign for Recreation Commission Revolving Fund expenses and that it had to be authorized in the Commission's minutes. Commission members stated the Recreation Director used to expend money without prior approval and a monthly report noting the expenditures was provided after the fact. Mr. Nadeau, Mr. Finan, and Ms. Richardson agreed this could continue.

Selectman O'Connell indicated the Board of Selectmen threw recreation at the Recreation Commission after the Default Budget in 2002, now it was being taken back. She stated that all groups were tripping over each other. Chairman Amato indicated Mr. Tyska was being pulled in too many different directions. Vice-Chairman Herman indicated she felt the problem was that there were two pots of money.

Mr. Tyska noted in the last two weeks the Recreation Commission Chairman and Recreation Director had been able to make some productive steps. He noted they did not want to lose any ground in their progress they had been making. Mr. Tyska advised the area where there has been the greatest difficulty was in the lines of communication. As an example, he recently received a call from the Dave Parker, Director of the Boys & Girls Club indicating there was a change to next year's swim program, this was the first Mr. Tyska had heard of it, Mr. Parker had indicated he had received the information from Chairman Nadeau. Mr. Tyska expressed he felt the way he is personally ad-

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dress makes a difference to him as well. Chairman Amato asked Mr. Tyska for some examples of what he meant. Mr. Tyska responded by discussing the recent idea that the responsibility for grounds keeping of Town fields and parks transfer from DPW to the Recreation Department. He noted this was a great suggestion to consider, however, how would it be made a reality? It would need to be a group effort. Who is responsible for that, the Recreation Director or the Recreation Commission Chairman? Tim Finan, Recreation Commission member, advised that Mr. Tyska was the Recreation Director, what Mr. Tyska says, goes. He noted if the Recreation Commission has an issue, they would bring it to the Recreation Director's attention. Selectman O'Connell advised a cohesive, defined channel of communication was needed and it should be from the Recreation Director. Mr. Nadeau advised he had only mentioned to Mr. Parker a discussion that had taken place at a recent meeting that Mr. Tyska did not attend. Selectman O'Connell inquired if meetings were held at a time at which Mr. Tyska could attend? Barbara Richardson, Recreation Commission member indicated the Commission was trying to get back on track with a regular meeting schedule. Chairman Amato suggested Mr. Tyska would make the day-to-day decisions on an ongoing basis and spend Revolving Fund money with the understanding that Mr. Tyska will report his expenditures to the Recreation Commission after the fact.

After a lengthy explanation by the Town Administrator and subsequent discussion, the Commission members, the Selectmen, and the Recreation Director had a good understanding of the finances and budgetary control process that exists for Recreation funding.

Question # 3 - Is the Recreation Department supposed to be self-funding? Chairman Amato and Selectman O'Connell expressed the feeling that the Recreation Department would not be fully self-supporting. Ms. Richardson indicated she felt it was the Town's responsibility to provide recreation to the Town, she indicated the Commission was trying to offset costs as best they could.

Question # 4 – Will we charge fees for the Recreation Department? Selectman O'Connell recommended the procedure should be that the Recreation Director should develop fee recommendations, discuss them with the Recreation Commission members at a meeting and get their feedback, then submit proposed fee changes, additions and deletions to the Board of Selectmen for approval.

-Next BOS Meeting. The next regular meeting of the Board of Selectmen will be November 10, 2003 at 5:30 p.m.

There being no further business to come before this Meeting, the Board adjourned at 6:05 p.m.

Chairman

Vice-Chairman
